



## PROBATION AND PAROLE BUREAU STANDARD OPERATING PROCEDURES

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| Procedure No.: P&P 70-1                    | Subject: <b>OFFENDER MANAGEMENT INFORMATION SYSTEM (OMIS)</b> |
| Reference: <a href="#">46-23-1004, MCA</a> | Page 1 of 1   |
| Effective Date: 06/01/00                   | Revision Dates: 10/23/01; 03/02/09                            |
| Signature / Title: /s/ Ron Alsbury         |   |

### I. BUREAU DIRECTIVE:

Probation & Parole Bureau employees will follow established procedures for inputting data into the Department of Corrections Offender Management Information System (OMIS) or future generation information and reporting systems to enable the Bureau and the Department in making informed management decisions with respect to staffing, offender programs and legislation. OMIS also greatly enhances sharing offender information with local, state and federal law enforcement agencies.

### II. DEFINITIONS:

None.

### III. PROCEDURES:

Probation & Parole Bureau (Bureau) staff will promptly and accurately input offender data using the Department of Corrections Offender Management Information System (OMIS).

All Bureau staff shall be trained to input the necessary data and ensure that offender information is accurate and complete.

Bureau staff will follow directives and OMIS computer desktop or printed guides with respect to how information is entered by P&P Officers, Central Office personnel, or Interstate Compact Unit personnel.

Employees may be expected to participate in the design, implementation and testing when the Department of Corrections develops and implements new data collection and reporting systems.

### V. CLOSING:

Questions concerning this procedure shall be directed to the Regional Administrator or designee.